



# GENERAL GUIDELINES

## MCACA Programs

### *Introduction*

---

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts and Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- \* Demonstrates the importance of arts and cultural in daily living
- \* Provides broad public access to arts and cultural activities
- \* Supports arts and culture as a catalyst for community revitalization and economic development
- \* Strengthens arts education
- \* Supports those who create, present or produce quality arts and cultural projects
- \* Encourages innovation
- \* Celebrates diversity
- \* Facilitates delivery of arts and cultural resources statewide
- \* Enhances the state's quality of life

#### **MCACA Programs**

**Anchor Organizations**  
**Artists in Residence**  
**Arts and Learning**  
**Arts Organization Development**  
**Arts Projects**  
**BIG Culture Lesson**  
**Capital Improvements**  
**Cultural and History Projects**  
**Local Arts Agencies & Services**  
**Partnerships**  
**Regional Regranting**  
**Rural Arts & Culture**

This booklet contains information to help organizations learn about the general requirements for application to all MCACA programs. MCACA programs support, in part, arts and cultural activities which will take place between October 1, 2005 and September 30, 2006.

Unless otherwise stated in specific program guidelines, the deadline to apply to most MCACA programs is May 1st of each calendar year for the upcoming Fiscal Year. Applications must be post marked (it must be a U.S. post mark, (metered mail will not be accepted) by the deadline date.

Late applications will not be accepted and will be returned to the applicant. Arrangements are made each year for hand-delivered applications.

Applications must be completed according to the specifications outlined in each program guideline booklet.

The Council is not responsible for lost or damaged application materials. The Council reserves the right to retain a copy of application materials. All application materials are accessible to the public.

Thank you for your interest in applying for a MCACA grant. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the State of Michigan can come to fruition.

**There are specific guidelines and grant applications available for all MCACA programs listed above. If you have questions or require additional information, please contact MCACA staff at (517) 241-4011.**

# Introduction



JENNIFER GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HISTORY, ARTS AND LIBRARIES  
LANSING

DR. WILLIAM M. ANDERSON  
DIRECTOR

Dear Colleagues:

“Michigan continues to face tough economic challenges. To overcome them, I believe we must more fully engage the skills and talents of all Michigan citizens, build new alliances and partnerships across sectors, maximize the use of all available resources, and make prudent decisions without sacrificing creativity or innovation. Bottom line, we must increase the number of entrepreneurs and jobs to grow our economy. Our sector, arts and culture, plays a vital role in this process, as it significantly impacts the quality of life of our state, provides thousands of jobs and provides a broad range of dynamic non-profit and for-profit business enterprise.

Given the tremendous demands on the state general fund, the source of arts and cultural grant appropriations, I believe the survival of our sector may depend on our ability to rapidly align our quality efforts with cultural economic development strategies to sustain, stabilize and grow our sector through these tough times, and assist the economic recovery of the communities we serve. It is critically important that we make an increasing contribution to Governor Granholm’s plan to grow Michigan’s economy. That means using our resources to retain and create jobs and to cause enterprise development.

Therefore, our fiscal year 2006 priorities must include strengthening our business acumen, developing arts and cultural initiatives that create greater economic opportunity, and improving assessment of the economic impact of our efforts. To this end, we are repositioning the Department of History, Arts and Libraries to increase our impact on growing our state’s economy.”

**Dr. William M. Anderson,**  
Director, Department of History, Arts and Libraries  
February 3, 2005

# General Guidelines

## *Eligibility*

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria)

Any applicant that has unmet obligations on past or current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

## *Legislative Boilerplate*

The Michigan Council for Arts and Cultural Affairs is required by law to ask that its grant recipients adhere to certain obligations and responsibilities in turn for receiving tax dollar support from Michigan's citizens. Below are a few of the requirements as put forth in Public Act 340 of 2004. The entire Public Act can be read at <http://www.legislature.mi.gov/>

Sec. 401. (1) The Michigan council for arts and cultural affairs in the department shall administer the arts and cultural grants appropriated in part 1. The council shall provide for fair and independent decisions on arts and cultural grant requests based upon published criteria to evaluate program quality. These criteria shall include a prohibition of art projects that include displays of human wastes on religious symbols, displays of sex acts, and depictions of flag desecration. The council shall seek to award grants on an equitable geographic basis to the extent possible given the quality of grant applications received. Priority shall be given to projects that serve multiple counties and that leverage significant additional public and private investment. Counties, cities, villages, townships, community foundations, and organizations, including science museums/centers, may apply for the following categories of grants:

- (a) Anchor organization program for organizations that serve regional and statewide audiences. Anchor organizations shall demonstrate a commitment to education, to mentoring smaller organizations, and to reaching underserved audiences.
- (2) The appropriation for arts and cultural grants in part 1 and disbursed under this section shall, at a minimum, be matched on an equal dollar-for-dollar basis from local and private contributions paid and received by each awardee receiving grants under this section. The dollar-for-dollar match may include the reasonable value of services, materials, and equipment as allowed under the federal internal revenue code for charitable contributions subject also to the preapproval of the match by the Michigan council for arts and cultural affairs. The council shall receive proof of the entire amount of the matching funds, services, materials, or equipment by the end of the award period.

## Other Information - "Accessibility"

Projects and services must be accessible to the entire community regardless of race, ethnic background, age disability, sex, occupation, or economic condition. Activities should include and recognize the special needs of populations, such as, the elderly, disabled, geographically isolated or institutionalized. Projects and services involving any of the art disciplines including, the performing, visual and literary arts, are eligible for support if and when the primary thrust of each project is community service, and this consideration colors all aspects of project design, artist and activity selection, and project evaluation.

# General Guidelines

## Boilerplate continued...

- (4) Counties, cities, villages, townships, community foundations, and organizations receiving funds under this section shall provide the Michigan council for arts and cultural affairs with the following:
  - (a) A final report covering the grant period within 30 days after the end of the grant period indicating at least the following:
    - (i) Project revenues and expenditures indicating grant matching fund amounts.
    - (ii) Number of patrons attracted or benefiting during the grant period.
    - (iii) A narrative summary of each project and its outcome.
  - (b) Awardees receiving grants greater than \$100,000.00 shall also submit a report as identified in subdivision (a) on an interim basis by April 7 of the grant year.
- (7) The council shall continue and expand its efforts to encourage and support nonprofit arts and cultural organizations transitioning from solely volunteer-based organizations to professionally directed operations. This includes the provision of funds and services from the arts organization development, partnership, arts projects, anchor organization, and regional regranting programs as well as the rural arts and culture initiative to support professional development within these organizations. Criteria for support include the requirement of collaboration between these organizations and other community organizations.

## Waiver Requests

Organizations which seek a waiver of any portion of these or the specific program guidelines, must do so in writing prior to the application deadline. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not provided, application review will be terminated.

## Reporting Requirements

All grantees are required to provide project reports, including a final report of actual project revenues and expenditures and a completed final narrative. Payments are often tied to the receipt of these reports. Grant awards in excess of \$100,000 are also required to submit quarterly reports, an annual report and an audit which includes the grant funds.

### **\*NOTICE**

The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

- 1) Documentation of a demonstrated benefit to the community at large
- 2) Provide documentation of community involvement in the planning/implementation of the project
- 3) Include letters of support from community organizations

# General Guidelines

## *Funding*

Applicants may submit more than one application, however, the Council reserves the right to limit the number of grants to any one applicant. It is unlikely that more than one application will be funded.

**Only one application may be submitted for the same project or activity in a fiscal year.**

## *Funding - “Uses”*

There are specific costs related to projects which are typically funded by the Council

### **Funding may be used for...**

- \$ Salaries, wages, honoraria artist fees
- \$ Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses
- \$ Internships, artist residencies, commissions
- \$ Arts-related industry development
- \$ Video, film development, not of a commercial nature
- \$ Costs related to preparation and research of original manuscripts and limited edition publications by nonprofit organizations or individuals holding copyright
- \$ Recording costs
- \$ Lectures, symposia, panels, public discussions
- \$ Planning, design, documentation, evaluation
- \$ Exhibits, readings, series, performances, classes, seminars, in-service activities, workshops

## *Funding - “Restrictions”*

There are specific costs related to projects which are typically **not funded** by the Council. There are also maximum request amounts for each program. Please refer to the specific program guidelines for a complete list of all funding restrictions.

## *Matching Funds*

All grantees are required to match MCACA awards with, at least, a 1:1 match of funds. However, each specific program has its own matching fund requirements, some of which a greater than a 1:1 match. Please refer to the specific program guidelines for detailed matching fund requirements.

# Review & Evaluation

The review of grant applications is done on three levels: the Staff level, the Peer Panel Review Level, and the Council level.

## *Council Staff*

---

- Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff)
- Assigns the application to an ad hoc review panel, which includes a primary and a secondary application reviewer responsible for in depth application evaluation
- Issues notification of scheduled ad hoc review committee meetings
- Convenes ad hoc review meetings
- Documents and verifies ad hoc review panel findings
- Evaluates applicant compliance with Michigan Equal Opportunities Standards
- Prepares ad hoc review panel recommendations for Council consideration

## *Ad Hoc Review Panels*

---

All applications are reviewed and evaluated by arts education, cultural and business professionals in Ad Hoc Advisory Review Panel meetings.

Only materials submitted with the application by the deadline, will be considered by the panel.

The meetings are open to the public. Applicants may attend, but in most cases, cannot participate in committee discussions. Applicant attendance is encouraged, but is not mandatory.

The Ad Hoc Advisory Review panel will score applications based on the individual program criteria.

## *The Council*

---

The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council Committees review tentative funding recommendations, based on the scores and recommendations provided by the Ad Hoc Review Panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the Ad Hoc Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs and services of the applicant in the context

of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

# Grantee Requirements

Grantees must confirm project / program implementation plans and revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

If federal support through the Council is \$25,000 or more, grantees which are Institutions of Higher Education and Other Nonprofit Organizations are subject to the audit requirements contained in OMB circular A-133, “Audits of Institutions of Higher Education and Other Nonprofit Organizations”. State and Local Governments, receiving \$25,000 or more federal support through the Council, are subject to the audit requirements contained in OMB Circular A-128, “Audits of State and Local Governments.”

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by completing the reporting and implementation requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts” prior to the awarding of a contract.

Grantees must assure the Council that professional performers are related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as deter-

mined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations, “ A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, program assessment and publicity materials from the activity ( i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

# MCACA Members & Staff



The State of Michigan Council for Arts and Cultural Affairs is an agency of the Department of History, Arts and Libraries

Dr. William M. Anderson, Director

## Council Members

---

Craig Ruff  
*Chair*  
Okemos

Lillian Bauder  
West Bloomfield

George Bayard II  
Kentwood

Neeta M. Delaney  
Grass Lake

C. Kurt Dewhurst  
East Lansing

David O. Egner  
Novi

James Garavaglia  
Ann Arbor

Earle S. Irwin  
Grand Rapids

Nheena Weyer Ittner  
Marquette

Steven Horn  
Beverly Hills

Alphonse Lucarelli  
Grosse Pointe Farms

George R. N'Namdi  
Bellville

Victory Jennings Ross  
Bloomfield

Karen Smith  
Traverse City

Amanda VanDusen  
Pleasant Ridge



## Council Staff

---

Betty Boone  
Executive Director  
517/241-4011  
bboone@Michigan.gov

Diane Miller  
Executive Secretary  
517/241-4011  
dmille@Michigan.gov

Carol Culham  
Deputy Director  
517/241-3965  
cculha@Michigan.gov

Colleen Armstrong  
Financial Supervisor  
517/241-3966  
carmst@Michigan.gov

John M. Bracey  
Director of Programs  
517/241-3972  
jmbrace@Michigan.gov

Joseph Becker  
517/241-2856  
jjbecke@Michigan.gov

MCACA web address  
[www.michigan.gov/arts](http://www.michigan.gov/arts)